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By	013

JOINT OSO/OPC TRAINING COMMITTEE

MINUTES

24 February 1949

Present: 25X1A9a

Recording Secretary

Language Instruction

25X1A12a

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OSO, under its existing agreement with the [redacted] has overdrawn its account and can make no more demands for language training. In response to a specific question regarding an OPC employee who requires instruction in German conversation and will be available for less than a month, [redacted] said that it would be possible to have the man tested to see how much instruction he needed, but that in such a short period it would be impossible to procure the native tutors necessary to do an instruction job.

25X1A12a

OPC will have language needs which cannot be met on a piecemeal basis. It was suggested that if OPC could provide the [redacted] \$26,000 for the next year, most of its language training needs could be met. The sum would cover four semi-intensive courses of five students each running simultaneously. Two linguistic scientists and the native tutors could be paid by this amount if they can be procured by the [redacted]. The maximum number of individuals trained under this arrangement would be sixty to eighty a year.

25X1A12a

The salary of the linguistic scientist is constant, and would be consumed regardless of the number of students given language training. However, salaries are paid native tutors only as they are used. For greatest efficiency it was recommended that courses be blocked out so that each month training in a new language would begin, and students could be placed on a regular schedule.

25X1A12a

It is essential that a decision be made on this matter within the next two weeks because the [redacted] would have to go about recruiting linguistic scientists before the signing of university contracts for the coming year.

OPC Table of Organization

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Questions were raised by [redacted] concerning the preparation of the OPC Training T/O, to ascertain what OSO considered as requirements.

CLERK-STENOGRAPHERS FOR INSTRUCTORS:

OSO has one-clerk-stenographer for each course, Basic and Advanced, with one additional stenographer available for use where needed.

SERVICES PERSONNEL:

On the basis of running fifty people simultaneously in OPC intelligence courses, it was suggested that the following personnel in a

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services unit would be required: 2 research assistants (CAF-11) to handle both research and editing work; 1 administrative assistant (CAF-7); 1 Records officer (CAF-7); 1 junior librarian, (CAF-5); 1 clerk-stenographer (CAF-5); 1 file clerk-courier (CAF-3).

RATIO OF STUDENTS PER INSTRUCTOR:

The ratio of four students to one instructor in Basic and two students to one instructor in Advanced is considered the most advisable, but the number of students per instructor could be increased. The instructors are expected to do their own research and to specialize increasingly in their fields.

USE OF ASSESSMENT STAFF AS INSTRUCTORS:

An assessment staff, properly recruited, could be useful in any phase of training, but it was recommended that their most effective use in addition to psychological assessment would be assistance in evaluating students throughout the courses and devising additional tests of mental and moral stamina and physical agility. In recruiting assessment personnel, care should be taken to get those who could be merged into the training staff. Pending the establishment of an assessment staff, it was recommended that a training evaluation program be made as rigid as possible. If the assessment staff is a part of the training branch it can be used to assess covert trainees.

COVERT TRAINING:

The experience of OSO has proved that it is unwise to attempt to use the same training officers for both overt and covert training.

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